

# Job Seeking Skills Workshops

## January 2020

★ **Midvale Employment Center**  
7292 S. State St. • Midvale

Register for  
reserved seating.  
Walk-ins  
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- To register, talk to your Workforce Services employment counselor or go to [jobs.utah.gov](http://jobs.utah.gov) and click on "Sign In" and "my Job Search" on the top right corner. It will prompt you to login or sign up for a free Job Seeker account if you don't already have one. Registration is preferred.
- Workshops start on time. Late-comers will be asked to reschedule.

### Job Seeking Skills

#### RESUME WRITING:

Jan 6, 21 1:00 PM–3:30 PM

#### INTERVIEWING SKILLS:

Jan 7, 23 1:00 PM–3:30 PM

#### JOB SEARCH STRATEGIES:

Jan 14, 29 1:00 PM–3:30 PM

#### PROFESSIONALISM IN THE WORKPLACE:

None

#### \*LINKEDIN:

Jan 15 1:00 PM–3:30 PM

#### Life Skills

#### BUDGETING AND CREDIT:

Budgeting - None  
Credit - None

#### FOOD SENSE - USU EXTENSION:

None

#### FINDING HEALTHY RELATIONSHIPS – HOW TO AVOID A JERK OR JERKETTE

None

#### STRENGTHENING THE COUPLE RELATIONSHIP:

None

#### PARENTING WITH LOVE AND LOGIC:

Jan 16, 30 9:00 AM–4:00 PM

**RESUME WRITING:** Learn how to write and design a cutting-edge resume and cover letter or power up a current resume to get that interview. This workshop is designed for customers who are ready to write a resume and start actively job searching.

**INTERVIEWING SKILLS:** Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

**JOB SEARCH STRATEGIES:** Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resumés. Basic computer skills required.

**PROFESSIONALISM IN THE WORKPLACE:** Learn how to present yourself professionally, interact with others, how to use social media and how to approach and solve problems.

**LINKEDIN:** Introduce yourself to your next employer with LinkedIn. You will learn how to create a powerful LinkedIn Profile in 4 steps.  
*\*Prerequisite — must have an open LinkedIn account that you can access.*

**BUDGETING AND CREDIT:** Learn how to budget, save, repay debt and build credit.

**FOOD SENSE - USU EXTENSION:** Healthy Eating on a Budget. Learn how to make a food budget last all month long, plan and create a menu, shop from a list, save money on food and eat healthy. Food demonstration provided to learn how to prepare food in an easy, quick and healthy way.

**FINDING HEALTHY RELATIONSHIPS – How to Avoid a Jerk or Jerkette:** For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.

**STRENGTHENING THE COUPLE RELATIONSHIP:** Designed for couples in committed relationships—learn to understand one another's differences, increase trust and dependability and develop a deeper commitment.

**PARENTING WITH LOVE AND LOGIC:** Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.



*Equal Opportunity Employer/Program*

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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